

CALIFORNIA DEBT LIMIT ALLOCATION COMMITTEE

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Phyllis Klein
Executive Director

JOB OPPORTUNITY BULLETIN

Class: Staff Services Analyst/
Associate Government Program Analyst
Tenure: Limited Term – 2 years
Time Base: Full-Time
Upon Budget Approval – Effective 07/01/00
Salary: \$2411 – \$2932 Range A – Staff Services Analyst
\$2610 – \$3173 Range B
\$3130 – \$3805 Range C
\$3764 - \$4576 - Assoc Governmental Program Analyst

*****SECOND NOTICE*****

The Staff Services Analyst (SSA)/Associate Governmental Program Analyst (AGPA) will work under the general direction of the Executive Director and the direct supervision of the Staff Services Manager II. The incumbent will perform the following duties to implement the Committee's new Extra Credit Teacher Home Purchase (ECTHP) Program during the two-year limited term:

- Analyze requests for private activity bond allocations; prepare concise and thorough written staff reports on such requests for consideration by the Committee members (the State Treasurer, the State Controller, and the Director of Finance) and the Executive Director; and coordinate the preparation and signature process of formal documents pertaining to the award and subsequent use of allocations. (The AGPA will be responsible for evaluating the more complex and sensitive requests for bond allocations for the ECTHP Program.)
- Analyze, review and interpret technical information concerning private activity bond financing programs (current as well as proposed) for the ECTHP Program; prepare correspondence and information materials concerning such programs for distribution to the Executive Director, the State Treasurer's Office, local and state governmental representatives and private sector investment banks, bond attorneys and consultants. Advise the Program Manager and Executive Director when projects or programs do not conform to the Committee's policies and procedures related to the ECTHP Program. (The AGPA will be the lead analyst on matters relating to the ECTHP. An AGPA will, with input from the Executive Director and Program Manager, provide guidance and leadership to the analytical staff in completing group projects.)
- Assist local issuers in marketing the ECTHP Program to school districts; coordinate meetings between local issuers and representatives of school districts; and provide guidance to local issuers regarding marketing strategies and marketing tools. (The AGPA will assume a leadership role in the performance of these duties.)
- Work closely with the staff member responsible for maintaining the committee's database to track the use of allocation by the ECTHP Program and produce a variety of routine and ad hoc reports for staff, Committee members, the users of allocation, the Legislature and the general public. (The AGPA will provide guidance and leadership to staff in the compilation of information and the design and production of reports.)
- Inform interested members of the public about the Committee's programs, policies and procedures relating to the ECTHP Program by responding to requests for sensitive and timely information. Maintain cooperative working relations with bond underwriters, bond counsel, other state agencies, local government representatives and others involved in the completion of private activity bond financings. (The AGPA will respond to the more complex and sensitive inquiries and provide guidance and leadership to the analytical staff in responding to such inquiries.)
- Other duties as required.

DESIRABLE QUALIFICATIONS :

- Strong analytical and writing skills.
- Strong oral communication skills.
- Ability to establish and maintain cooperative relationships.
- Ability to work independently and under pressure.
- Experience using personal computers, including database applications and Windows software.

CONDITIONS OF EMPLOYMENT:

Fingerprinting, Background Check and Health Questionnaire are required.

WHO SHOULD APPLY:

Individuals who possess the qualifications listed above and have employment list eligibility as a Staff Services Analyst, Associate Governmental Program Analyst or are interested in a lateral transfer or reinstatement may apply.

This position is subject to SROA clearance policies. Surplus employees who meet the requirements are encouraged to apply. Employees in the State Treasurer's Office Authorities and Commissions are encouraged to apply if interested in the position.

Please state the source of your eligibility (i.e., list eligibility, SROA or surplus employee, reinstatement, etc.). If you do NOT indicate the source of your eligibility, you may not be considered for an interview. Also, list the number "343-900" LT (2 years) next to the classification on your application/resume, i.e. Staff Services Analyst, CDLAC (343-900).

FINAL FILING DATE:

Applications will be accepted until filled. Only individuals with the best qualifications will be interviewed.

SUBMIT APPLICATIONS TO:

Cec Sanchez
Personnel Office
State Treasurer's Office
915 Capitol Mall, Room 538
Sacramento, CA 95814

IF YOU HAVE ANY QUESTIONS, PLEASE CALL:

PUBLIC (916) 653-3100
CALNET (916) 453-3100

An affirmative action employer-equal opportunity to all regardless of race, color, creed, national origin, ancestry, sex, marital status, disability, religious or political affiliation, age or sexual orientation. The CDLAC A complies with the Americans with Disabilities Act (ADA). If you need additional information or assistance, please contact CDLAC at (916) 653-3255 or TDD (916) 654-9922.